HALCYON
LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student Innovation | Collaboration | Community

Contract for School Counselling Service: Job Description

Halcyon London International School is seeking a part time School Counsellor that can provide a in-house counselling service within our school:

The contract for school counselling services required by the school must support:

- the Student Wellbeing leader for the continued wellbeing of every student
- the Director for the support for, and implementation of Halcyon's policies
- the IB coordinators for the effective delivery of the curriculum
- the Digital Learning Coach for the effective use and promotion of Halcyon's digital learning environment

1. General counselling contract for services

- be an active advocate for Halcyon's vision, mission and core aims
- be an active advocate for Halcyon's curricular and philosophical commitments as an IB World School, ensuring alignment of all policies and practices to IB Standards and Practices
- support the School Leadership Team in the implementation of the school's strategic and operational goals
- collaborate with the IB Coordinators to develop, implement and deliver Halcyon's curricular goals, aligned to the school's strategic planning
- collaborate to ensure that at all times the school's curriculum provides a safe, supportive learning environment for students, teachers and all other members of the Halcyon community
- promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence
- engage with leadership, colleagues, students and the school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes, and driven by data-informed decision-making
- lead and support a culture accepting of innovation
- be an active, life-long learner

2. Specific counselling contract for services required:

- To provide a high-quality professional counselling service for students at Halcyon who require therapeutic welfare support covering a variety of emotional health issues.
- To liaise with parents where necessary to ensure the young person is supported well.
- To provide a drop-in service at the school for all students as means of one-off support or self-referral.

- To coordinate where appropriate with external agencies such as CAMHs, GPs and Psychiatrists to ensure the young person's well being and safety.
- To appropriately share all safeguarding concerns with the Designated Safeguarding Lead (DSL) and or Wellbeing team within the school.
- To lead and support parents' information evenings about well-being and resilience.
- To provide updates on students receiving counselling support.
- To provide a termly impact report on the counselling service within the school.
- To maintain confidential notes on all counselling sessions and complete session notes (respecting appropriate confidentiality) on the school's base system.
- To attend external clinical supervision to ensure best practice, discuss current caseload and identify CPD needs.
- To provide CPD to allow colleagues to understand the emotional needs of students.
- To liaise with key Halcyon staff members in respect of any necessary next steps to ensure the welfare and safety for all students at the school.
- To review the counselling provision on a termly basis and implement steps to improve the service.
- To observe safeguarding procedures in adherence with Halcyon policies and practices
- To be mindful of the needs of the whole school and flexible in delivering a therapeutic service.
- To work with a diverse range of issues including bereavement and loss, transition, self-harm, depression and anxiety, early developmental trauma, attachment disorders, abuse of any kind.

3. To support operational/strategic planning

- support the school's vision and mission, and the school's wider strategic planning targets
- support the School in preparation for evaluation/accreditation/inspection visits,
- engage in professional learning conversations that are informed by appropriate data and focused on learning outcomes
- provide, as requested, coaching for collaborative professional development
- support new colleagues, providing coaching and access to learning resources, curriculum materials and student learning data
- ensure a positive engagement in, and support for, safeguarding policy and practice
- promote collaborative practice and ensure effective learning relationships
- act as a positive role model
- ensure the prompt feedback and recording of any and all safeguarding concerns, liaising with the Designated Safeguarding Lead (DSL) as necessary
- ensure all health and safety concerns, or any other threat to student or community wellbeing is accurately logged and reported.

Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting the Welfare of Children Policy for full details of our safer recruitment procedures. Our Policy on the Recruitment of Ex-Offenders is available upon request. Halcyon London International School is an equal opportunities employer and is committed to an inclusive and diverse school community as part of our commitment to a life-readying education. All eligible applicants are welcome to apply.